

RPU-RECORD REVIEWS - STAFF

Personnel Records. Personnel records shall be maintained for each staff member and shall include but not limited to:	FILE 1	FILE 2
NAME		
DATE OF HIRE		
APPLICATION	Y / N	Y /N
EDUCATION AND EXPERIENCE:		
Resume AND official college transcript 13 CSR 35-71.045 (1)(F)		
OR a copy of the diploma 13 CSR 35-71.045 (1)(F)		
copy of the professional license, if necessary 13 CSR 35.71.045(3)(A)1		
CHARACTER REFERENCES 13 CSR 35-71.045 (1)(G) Three (3) persons unrelated to the staff member		
#1		
#2		
#3		
EMPLOYER REFERENCES 13 CSR 35-71.045 (1)(H) For the past five (5) years and a history of any previous employment in child care settings		
#1		
#2		
#3		
#4		
#5		
JOB DESCRIPTION 13 CSR 35-71.045(4)		
Signed CONFIDENTIALITY STATEMENT 13 CSR 35-71.045(3)11		
Signed CHILD ABUSE/NEGLECT REPORTING POLICY 13 CSR 35- 71.045(3)13		
Signed DISCIPLINE STATEMENT 13 CSR 35-71.45(3)13		
RECEIPT OF PERSONNEL MANUAL 13 CSR 35-71.045(3)14		
DRIVER RECORD VERIFICATION 13 CSR 35-71.045(3)10		
PHYSICAL EXAMINATION 13 CSR 35-71.045(2)		
subsequent physical examinations 13 CSR 35.71.045(3)(A)(5)		
subsequent physical examinations 13 CSR 35.71.045(3)(A)(5)		
Staff Orientation 13 CSR 35-71.045(5)		
Staff Training. 13 CSR 35-71.045(6)		
CPR 13 CSR 35-71.045(3)17		
First Aid 13 CSR 35-71.045(3)17		
Medical Aid Certification 13 CSR 35-71.045(3)18		
FCSR CA/N/criminal background checks 13 CSR 35-71.045(3)(A)6&7		
subsequent check 13 CSR 35-71.020(6)(D)5		
subsequent check 13 CSR 35-71.020(6)(D)5		
13 CSR 35-71.045(3)(A)7 Other State Criminal Record Check (if applicable)		
PERFORMANCE EVALUATION - initial six (6) months 13 CSR 35-.045(3)9		
13 CSR 35-71.045(3)9 subsequent annual evaluation;		
13 CSR 35-71.045(3)9 subsequent annual evaluation;		
ADDITIONAL COMMENTS:		